



Uniform Chart of Accounts Personnel Utilization System (UCAPERS)/Workload Management System for Nursing – Army (WMSN-A)

User's Manual for Data Entry

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USER'S MANUAL FOR DATA ENTRY

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SECTION 1 INTRODUCTION

The primary purpose of the Uniform Chart of Accounts Personnel Utilization System (UCAPERS) is to collect and report Medical Expense and Performance Reporting System (MEPRS) personnel utilization and expense data. The system also collects and reports on Uniform Staffing Methodologies (USM) manpower utilization data.

The Uniform Chart of Accounts portion of UCAPERS, phased in at all military Medical Treatment Facilities (MTFs) throughout the world in October 1979, established uniform accounting and reporting procedures for military medical treatment facilities. MEPRS requires that three types of accounting data be gathered and reported monthly to Major Command Headquarters by each military medical treatment facility:

- Expenses (supplies, base operations, personnel, and so forth)
- Personnel utilization data (civilian and military)
- Workload statistics (performance and assignment factors)

UCAPERS is an automated system that supports the satisfaction of two of these requirements. UCAPERS collects and reports civilian and military personnel expense and utilization data.

The Uniform Staffing Methodologies portion of UCAPERS, phased in at all Army hospitals as of October 1983, established common methodologies for collecting and analyzing personnel utilization data to be used in developing a uniform method for determining and justifying Department of Defense (DoD) medical manpower requirements. MEPRS requires that manpower data for each work center be gathered, compiled, and reported to Major Command Headquarters. UCAPERS provides automated support for collecting MEPRS data and meeting reporting requirements set forth by MEPRS.

1.1 HOW MEPRS AND USM DATA IS COLLECTED

A primary objective of UCAPERS is to minimize the staff hours that medical personnel must spend in recording and reporting MEPRS information. To accommodate the efficient recording of MEPRS data, UCAPERS divides personnel into three categories for personnel utilization and expense data collection:

- Clinicians
- Non-Clinicians
- Contracted services

Clinician and Advanced Practice Nurse personnel utilization data is captured on worksheets that are generated by UCAPERS. All physician types complete these worksheets. Personnel in the

Comptroller/Resource Management Office (CRMO) or MEPRS Office enter data on the completed worksheets directly into UCAPERS. Non-Clinician personnel utilization data is captured through a scheduling process.

In UCAPERS, there are two types of schedules. One is for work centers requiring prospective (advance) scheduling. The other is for work centers where the individuals work a standard schedule every week (retrospective schedules). The first step in the scheduling process, for both types of schedules, is for UCAPERS to produce schedule worksheets.

In work centers requiring prospective scheduling, schedule worksheets are distributed to managers who make entries on the worksheet for each individual requiring prospective scheduling. When the worksheets are completed, the schedule data is entered into UCAPERS. This data is used to produce posting schedules for each work center. After the schedule period passes, and if actual work hours vary from the posted schedule, variations from the schedule are entered into the system. Work centers that have access to a workstation may enter changes to schedules as they occur.

In work centers that use retrospective scheduling, only exceptions to the routine workweek for each individual need to be entered. Schedule worksheets are distributed to managers of these departments. Exception information, such as vacation and sick leave, is recorded on the worksheets by the managers and then entered into the system by CRMO or MEPRS Office personnel.

Expense data for both military Clinicians and Non-Clinicians is taken from a standard military pay table maintained in the UCAPERS database. For both civilian Clinicians and Non-Clinicians, expense data is captured through an interface with the Defense Civilian Payroll System (DCPS).

Personnel utilization data for all contracted services and contracted clinicians is captured from source documents completed by the contractor and entered into UCAPERS by CRMO or MEPRS Office personnel.

1.2 RESPONSIBILITIES OF DATA ENTRY PERSONNEL

The responsibilities of data entry personnel with regards to UCAPERS are as follows:

- Entering schedule information into UCAPERS
- Advising Personnel of new staff (including students) who need to be added or changed on the Master Personnel File
- Checking schedule data for accuracy
- Reporting demographic errors to Personnel, Force Development, CRMO or MEPRS Office personnel
- Updating schedule information

- Requesting reports, rosters, and listings
- Requesting schedules
- Loading paper into work center printers
- Performing routine equipment maintenance procedures
- Performing system fallback procedures
- Adhering to system security procedures and the Privacy Act of 1974

The details of these responsibilities are delineated in the sections that follow.

SECTION 2

SYSTEM HARDWARE AND MAINTENANCE

This section describes the computer equipment located in work centers throughout the hospital. Data entry personnel in the support of UCAPERS use this equipment.

2.1 HARDWARE

UCAPERS processes on a server that can be accessed by personal computers attached to a local area network.

2.2 OPERATION OF THE WORKSTATION

Data entry personnel have two responsibilities with regards to operating workstations. They are responsible for turning workstations on and off, as needed, and for performing routine preventive maintenance.

2.3 PREVENTIVE MAINTENANCE

It is very important that the workstations are well maintained to ensure that the equipment functions properly. The following preventive maintenance procedures are recommended in the day-to-day use of the equipment.

- Keep objects, food, and liquids away from the workstation. If liquid or a metal object gets inside the equipment, turn off the power immediately and call the System Administrator, CRMO, or MEPRS Office personnel.
- Be sure that the workstation has room to breathe. If air cannot flow freely to the back and sides of the workstation, damage may occur from overheating.
- Inspect the keyboard; remove any object that might impair key travel. The keyboard may be vacuumed using a brush attachment.
- Clean the cabinet around the workstation as necessary.

SECTION 3

SYSTEM SECURITY, SIGN ON, AND SIGN OFF

This section describes the system security measures incorporated into UCAPERS and the procedures for accessing UCAPERS.

Systems will differ from site to site, but generally speaking, users will need to complete three steps in order to gain access to the UCAPERS system and perform data entry:

- Step 1. Start a session. (Using terminal emulation software, for example: KEA!)
- Step 2. Sign onto the server and operating system with ID and Password
- Step 3. Sign into UCAPERS with ID and Password

3.1 LEVELS OF ACCESS

Having a secure automated system is very important to ensure the privacy and authenticity of UCAPERS data.

To ensure that only authorized personnel can access UCAPERS, a two-level method of signing on has been designed.

- Operating System Sign On: This sign on connects the workstation and permits access to the UCAPERS System Sign On screen.
- UCAPERS System Sign On: Sign on to the UCAPERS system.

3.2 IDS AND PASSWORDS

At both levels of sign on, type an ID and password. This ID and password identifies the person to the system as an authorized data entry user.

The System Administrator is responsible for establishing IDs and passwords. The System Administrator will coordinate as needed with work center managers for individual assignments.

IDs and passwords are kept private to maintain the security of UCAPERS.

3.3 SIGN ON PROCEDURES

3.3.1 Operating System Sign On

Step 1. To bring the Operating System login prompt into view, press <**Enter**>. The system will display the login prompt in the top left corner of the screen.

A rectangular box representing a terminal window. Inside, the text "login:" is displayed in the top left corner.

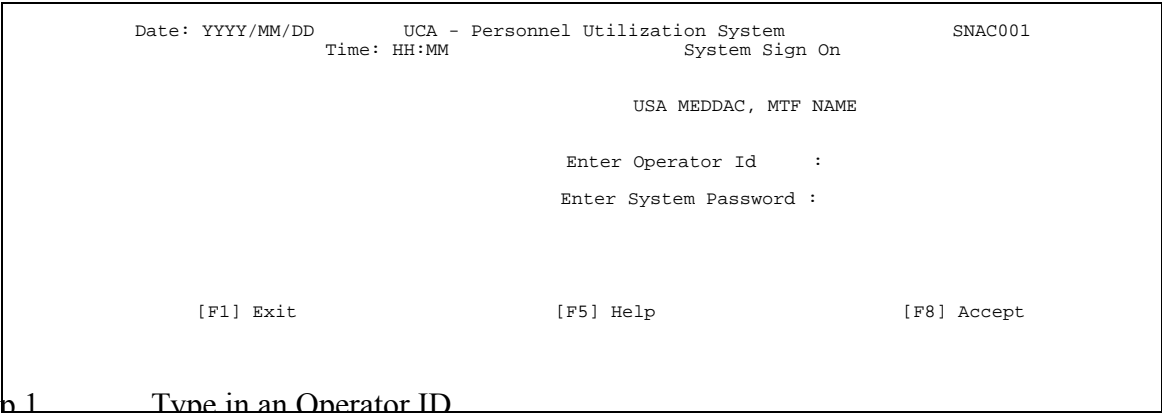
```
login:
```

Step 2. At the login prompt type **personln**, then press <**Enter**>. At the password prompt, enter the appropriate password and press <**Enter**>. If successful, the **UCAPERS System Sign On** screen will then be displayed.

NOTE: The Operating System Sign On is completed in the following instances:

- If the previous user logged off. (The screen has only the login prompt displayed.)
- If the terminal emulation session has ended.
- If the system has been inoperable and then reactivated.
- If three unsuccessful attempts to sign on to the Operating System have been made. (After three consecutive unsuccessful sign on attempts, the system automatically logs off.)

3.3.2 UCAPERS System Sign On

A rectangular box representing a terminal window. It contains the following text:

```
Date: YYYY/MM/DD          UCA - Personnel Utilization System          SNAC001
Time: HH:MM                System Sign On

                          USA MEDDAC, MTF NAME

                          Enter Operator Id      :
                          Enter System Password :

[F1] Exit                  [F5] Help              [F8] Accept
```

Step 1. Type in an Operator ID.

Step 2. Type in the system password, then press **F8**.

NOTE: As a security precaution against unauthorized use, the characters will not be displayed on the screen as they are typed.

The system will check these entries individually against a table of valid UCAPERS IDs and passwords. If an invalid Operator ID or system password is entered, an error message stating

that an invalid entry has been made will appear at the bottom of the screen. The cursor will return to the Operator ID field after an invalid entry has been made to allow for another attempt to log on.

The system will logoff users who have not made an entry into the Operator ID field within 10 seconds after the screen is displayed, followed by an entry in the system password field within 10 seconds after completing the Operator ID entry. The system also logs off users who have not made a valid log in on the third try. In either case, users will be required to login to the operating system again.

After a successful sign on, the **System Menu** screen appears as follows:

Date: YYYY/MM/DD Time: HH:MM	UCA - Personnel Utilization System System Menu	SNAC002
System Management	Personnel Utilization	File/Table Maintenance
1) Operator Security Maintenance	4) Personnel Scheduling	9) Master Personnel File
2) Process Control	5) Contracted Services	10) Civilian Payroll
3) Process Status Display	6) Clin/APN Utilization	11) TDA File
	7) Clin/APN Survey	12) Global Update File
	8) TDY Adjustments	13) Local Tables
		14) Standard Army Tables
Reporting	Nursing Functions	Miscellaneous
15) Report Request	19) WMSN	22) EAS/USM Transactions
16) Roster Request	20) LADS	23) EAS Accumulator
17) Table Listing Request	21) PACS	24) Historical Download
18) Reprint/View Request	25) ** What's New With This UCAPERS Release **	
	Enter Function :	
[F1] Exit	[F5] Help	[F8] Accept

3.4 UCAPERS TIME-OUT FEATURE

UCAPERS has an automatic time-out feature. Make entries within specified periods of time or the system will exit the screen that is being displayed. The system adheres to the following time sequences:

- From the **UCAPERS System Sign On** screen, type the UCAPERS Operator ID within 10 seconds, and then the password within the next 10 seconds. If these entries are not made within these 10-second periods, the system will log the user off.
- From the **System Menu**, make an entry within 20 seconds or else the system will display the **UCAPERS System Sign On** screen.

Normal UCAPERS processing error messages can be classified into three basic categories:

- Data does not pass edit check
- Field cannot be skipped
- Field cannot be changed

If an error occurs while the system is used, the error message will appear at the bottom of the screen. To correct the error, follow the instructions given in the messages.

A list of the error messages associated with UCAPERS procedures is provided in Standard Appendix E of the *UCAPERS Manual of Standard Appendices*. Also listed is an explanation of each error message.

3.5 SIGN OFF PROCEDURES

To sign off from UCAPERS, complete the following steps:

- Step 1. Return to the **UCAPERS System Sign On** screen.
- Press **F1** to back out, screen by screen, until the **UCAPERS System Sign On** screen is reached, or
 - Press **F2** to return to the **System Menu** screen, then press **F1** to exit to the **UCAPERS System Sign On** screen.
- Step 2. Press **F1**, or wait 10 seconds, the system will sign off.

3.6 AUTOMATIC LOG OFF BEFORE BATCH CYCLE

UCAPERS has an automatic log off feature. Before the batch cycle begins, the system sends a warning message to all users logged in to UCAPERS, asking them to log off within 5 minutes. Another warning message is sent 3 minutes later. Users who have not logged out by the end of this time will be logged off the system automatically.

SECTION 4

REQUESTING REPORTS

Data entry personnel are responsible for requesting UCAPERS reports, rosters, and table listings based on work center management instruction. This section describes the procedures for using UCAPERS to make requests for reports.

NOTE: Many of the outputs produced by UCAPERS, especially UCAPERS rosters, contain information that must be kept private under the provisions of the Privacy Act of 1974. Any output produced by UCAPERS that contains information on names and social security numbers should not be left unattended. Handle it in accordance with proper procedures for materials labeled "FOR OFFICIAL USE ONLY."

The first UCAPERS screen that will be displayed after a successful sign on is the **System Menu**. This menu lists all of the functions available in UCAPERS. Each user will only have access to the functions they are authorized to perform.

Date: YYYY/MM/DD Time: HH:MM	UCA - Personnel Utilization System System Menu	SNAC002
System Management	Personnel Utilization	File/Table Maintenance
1) Operator Security Maintenance	4) Personnel Scheduling	9) Master Personnel File
2) Process Control	5) Contracted Services	10) Civilian Payroll
3) Process Status Display	6) Clin/APN Utilization	11) TDA File
	7) Clin/APN Survey	12) Global Update File
	8) TDY Adjustments	13) Local Tables
		14) Standard Army Tables
Reporting	Nursing Functions	Miscellaneous
15) Report Request	19) WMSN	22) EAS/USM Transactions
16) Roster Request	20) LADS	23) EAS Accumulator
17) Table Listing Request	21) PACS	24) Historical Download
18) Reprint/View Request	25) ** What's New With This UCAPERS Release **	
	Enter Function :	
[F1] Exit	[F5] Help	[F8] Accept

4.1 REPORTS

To display the **Report Request** screen, type **15** at the Enter Function field on the UCAPERS **System Menu**. Then press **F8**. This screen accepts requests for the generation of reports by UCAPERS. Remember, all Department and APC fields can have **ALL** or a **?** (for a listing of all Departments or APCs) or up to three Departments or APCs entered.

Date: YYYY/MM/DD		UCA - Personnel Utilization System		SNAC051
Time: HH:MM		Report Request		
Key: R=Requested, Blank=Not Scheduled, A=Active, P=Approved				
___ Table of Dist/Allow for Command <u>X</u> ___ Contracted Services ___ CSGPO-78 Feeder (Civilian) ___ CSGPO-78 Feeder (Military) ___ Physician Resources ___ EAS/USM Listing ___ EAS Accumulator Listing ___ WMSN (Monthly) <u>00</u> ___ WMSN (Daily) Schedules ___ APC _____ for Week DD MMM YY ___ Dept _____ for Week DD MMM YY ___ All Prospective for Week DD MMM YY ___ All Retrospect. for Week DD MMM YY [F1] Exit		___ MUSR (Clin/APN) for Dept _____ ___ MUSR (Non-Clin) for Dept _____ ___ Monthly Bor/Loan Hrs for Dept _____ ___ Hrs Lost to Mat. Lv. for Dept _____ ___ OT/Comp. Time for Dept _____ ___ APN Workload Report for Month MMM ___ APN Workload Six Month Trend Report ___ Month Command ___ Commander's Report MMM _____ ___ Departmental Report MMM _____ ___ Clin/APN Surveys/Util. Worksheets ___ All Clins/APNs for Month MMM ___ ID Code _____ for Month MMM ___ APC _____ for Month MMM ___ Dept _____ for Month MMM [F5] Help		
		[F8] Accept		

4.2 REQUESTING REPORTS

The system will display one of the four key characters (**R**, **blank**, **A**, or **P**) two spaces to the left of each report name.

- Step 1. Using the arrow keys, position the cursor to the left of the report.
- Step 2. Depending on the report, the remaining procedures will vary. Locate the appropriate subheading on the following pages to find the remaining procedures that apply to the report.
- Step 3. After logging requests on a screen, press **F8** to enter the requests into the system.

4.2.1 Schedules for a Specific APC/Department and Week

- Step 1. Type **R** in the space to the left of the report name.
- Step 2. In the APC field, type in the APC code, or in the Department field type in the Department code.
- Step 3. In the day field, type in any day of the month (1-31) that represents a day during the desired week. The week is in DD MMM YY format.
- Step 4. In the month field, type in the first three letters of the month (for example, AUG).
- Step 5. In the year field, type in the last two digits of the year (for example, 98).
- Step 6. Then press **F8**. The cursor will be repositioned at the top left-hand field on the screen. Repeat these six steps for each requested APC.

NOTE: Before the system will allow requests for any schedules for a specific week, the MEPRS Office must have created schedules in the system for that week. A request for schedules for a week for which schedules have not been created will cause the system to display the message, "Schedules are not on file for this week, try again." Contact the MEPRS Office to inquire when schedules for that week will be created.

4.2.2 All Prospective and All Retrospective Schedules

Generally, only MEPRS Office personnel will use these fields. They will be used by MEPRS Office personnel for requesting and approving the printing of schedules for all prospective and retrospective work centers at one time.

- Step 1. Type **R** in the space to the left of the report name.
- Step 2. In the day field, type in the day of the month (01-31) that represents any day within the desired week.
- Step 3. In the month field, type in the first three letters of the month (for example, AUG).
- Step 4. In the year field, type in the last two digits of the year (for example, 98).

NOTE: Before the system will allow requests for any schedules for a specific week, the MEPRS Office must have created schedules in the system for that week. A request for schedules for a week for which schedules have not been created will cause the system to display the message, "Schedules are not on file for this week, try again." Contact the MEPRS Office to inquire when schedules for that week will be created.

4.2.3 Clinician/APN Utilization/Survey Worksheets

Only MEPRS Office personnel will use these fields. They will be used to request and approve the printing of 1 month's Clinician or APN Surveys and Utilization Worksheets as follows:

4.2.3.1 All Clinicians/APNs

- Step 1. Type **R** in the space to the left of "All Clins/APNs."
- Step 2. In the month field, type in the first three letters of the month (for example, AUG).
- Step 3. Press **F8**. Two different months can be requested (distribution run month and the following month).

4.2.3.2 An individual

- Step 1. Type **R** in the space to the left of "ID Code."
- Step 2. In the ID Code field, type in the Clinician's/APN's ID Code.

Step 3. In the month field, type in the first three letters of the month (for example, AUG).

Step 4. Press **F8**. The system will display "Processing" and then "Clin. by Ids Requests updated for: XXXXX", where XXXXX is the Clinician's/APN's ID Code. This message is displayed for each individual requested.

NOTE: A maximum of four individual Clinician/APN Utilization Worksheets may be requested per cycle for each of the two available months on file (distribution run month and the following month). For each request complete Steps 1-4.

Attempting to request an individual Clinician/APN Utilization Worksheet after four have already been requested for a given month will cause the system to display the message, "Maximum requests exceeded for: Clin by IDs".

If four worksheets have already been requested, request an individual Clinician/APN Utilization Worksheet on the following day.

4.2.3.3 An APC

Step 1. Type **R** in the space to the left of APC.

Step 2. In the APC Code field, type in the APC Code.

Step 3. In the month field, type in the first three letters of the month (for example, AUG).

Step 4. Press **F8**. The system will display "Processing" and then "Clin. by APC Requests updated for: XXXX", where XXXX is the APC Code. This message is displayed for each APC requested.

NOTE: A maximum of three APC Utilization Worksheets may be requested per cycle for each of the two available months on file (distribution run month and the following month). For each request complete Steps 1-4.

Attempting to request an APC Clinician Utilization Worksheet after three have already been requested for a given month will cause the system to display the message, "Maximum requests exceeded for: Clin by PACs".

If three worksheets have already been requested, request an APC Clinician Utilization Worksheet on the following day.

4.2.3.4 A Department

Step 1. Type **R** in the space to the left of Dept.

Step 2. In the Dept field, type in the Department code.

Step 3. In the month field, type in the first three letters of the month (for example, AUG).

Step 4. Press **F8**. The system will display "Processing" and then "Clin. by Dept Requests updated for: XXXX", where XXXX is the Department Code. This message is displayed for each Department Code requested.

NOTE: A maximum of three Department Clinician/APN Utilization Worksheets may be requested per cycle for each of the two available months on file (distribution run month and the following month). For each request complete Steps 1-4.

Attempting to request a Department Clinician/APN Utilization Worksheet after three have already been requested for a given month, will cause the system to display the message, "Maximum requests exceeded for: Clin by Department".

If three worksheets have already been requested, make the request for a Department Clinician/APN Utilization Worksheet on the following day.

4.2.4 Commander's Report

Step 1. Type **R** in the space to the left of the report name.

Step 2. In the Month field, type the first three letters of the month (for example, AUG).

Step 3. In the Command field, type **M** for MEDCOM, **D** for DENCOM, **V** for VETCOM, or leave blank for all.

4.2.5 Departmental Report

Step 1. Type **R** in the space to the left of the report name.

Step 2. In the Month field, type the first three letters of the month (for example, AUG).

Step 3. In the Command field, type **M** for MEDCOM, **D** for DENCOM, **V** for VETCOM, or leave blank for all.

4.2.6 APN Workload Report

Step 1. Type **R** in the space to the left of the report name.

Step 2. In the Month field, type the first three letters of the month (for example, AUG).

4.2.7 APN Workload Six Month Trend Report

Type **R** in the space to the left of the report name.

4.2.8 Reports MUSR (Clinician), MUSR (Non-Clinician), Monthly Borrowed & Loaned Hours, Hours Lost to Maternity Leave, and OT/Comp Time

Step 1. Type **R** in the space to the left of the report name, except for WMSN (Daily), which cannot be requested on this screen.

Step 2. Type in the Department Code, **ALL** for all departments, or a **?** for the Department listing. Up to three Departments may be requested.

Select Monthly WMSN after each week in the month has been reconciled. Monthly WMSN processing is independent of Expense Distribution. Although it is possible to select and execute the report program before schedule reconciliation, it must then be selected again after the weeks in the month have been reconciled. If each week in the month has not been reconciled, or the summarized schedules are not available, the system will display a warning message.

- If **R** appears to the left of any of the reports, do not type it again. This means that someone else has already requested the report.
- If **P** appears to the left of any of these reports, an **R** cannot be typed there. The System Administrator has already approved a previous request made by someone else.
- If **A** appears to the left of any of these reports, users will not be able to request the report at this time. **A** indicates there was a problem in printing the report from the last request. Contact the MEPRS Office to find out when to request the report.

UCAPERS prints only one copy of each report. If someone else has already requested a report, contact the MEPRS Office to request a copy of the report.

Additional copies of reports can be printed or viewed online by using the Reprint/View Request option on the System Menu Screen. See section 9.2 in the System Operations Guide for further details on how to use this function.

4.2.9 Distribution Of Reports

All reports will be printed on the appropriate network printer. To request a copy of a report that has already been requested by someone else, contact the MEPRS Office.

4.2.10 Deleting Requests For Reports

To delete a request for a report after having typed in an **R** but before pressing **F8**, delete the request by pressing the space bar and removing the **R**. If the **R** was already there, or if **F8** has already been pressed, the system will not allow deletion of the **R**. Retype the **R** in the field before attempting to exit the screen. Only the System Administrator can delete report requests that have been entered into the system.

SECTION 5

REQUESTING ROSTERS

Data entry personnel are responsible for requesting UCAPERS reports, rosters, and table listings based on work center management instruction. This section describes the procedures for using UCAPERS to make requests for rosters.

NOTE: Many of the outputs produced by UCAPERS, especially UCAPERS rosters, contain information that must be kept private under the provisions of the Privacy Act of 1974. Any output produced by UCAPERS that contains information on names and social security numbers should not be left unattended. Handle it in accordance with proper procedures for materials labeled "FOR OFFICIAL USE ONLY."

The first UCAPERS screen that will be displayed after a successful sign on is the **System Menu**. This menu lists all of the functions available in UCAPERS. Users will only have access to the functions they are authorized to perform.

Date: YYYY/MM/DD Time: HH:MM	UCA - Personnel Utilization System System Menu	SNAC002
System Management	Personnel Utilization	File/Table Maintenance
1) Operator Security Maintenance	4) Personnel Scheduling	9) Master Personnel File
2) Process Control	5) Contracted Services	10) Civilian Payroll
3) Process Status Display	6) Clin/APN Utilization	11) TDA File
	7) Clin/APN Survey	12) Global Update File
	8) TDY Adjustments	13) Local Tables
		14) Standard Army Tables
Reporting	Nursing Functions	Miscellaneous
15) Report Request	19) WMSN	22) EAS/USM Transactions
16) Roster Request	20) LADS	23) EAS Accumulator
17) Table Listing Request	21) PACS	24) Historical Download
18) Reprint/View Request	25) ** What's New With This UCAPERS Release **	
	Enter Function :	
[F1] Exit	[F5] Help	[F8] Accept

5.1 ROSTERS

Type **16** at the Enter Function field on the UCAPERS **System Menu**, then press **F8**. The **Roster Request** screen will be displayed. This screen allows the generation of rosters by UCAPERS to be requested.

```
Date: YYYY/MM/DD          UCA - Personnel Utilization System          SNAC061
Time: HH:MM                Roster Request

Key:  R=Requested, Blank=Not Scheduled, A=Active, P=Approved

      __Alphabetic ANC Personnel
      __Alphabetic Civilian Personnel by Department
__Civilian Position Control for Command  X
__Military Position Control for Command __
__Position Control          for Command __
      __Alphabetic Military Personnel by Department
      __Authorized and Assigned - All Personnel
      __Assigned Civilian Personnel by Grade within Branch
__Assigned Civilian Personnel by Grade within Job Series
__Assigned Military Personnel by PMOS/SSI within Grade
__Assigned Military Personnel by Grade within PMOS/SSI
__Assigned Military Personnel by Grade within Branch
__Alphabetic Mil. and Civ. Personnel for Dept XXXX
__Clinician Data Control      for Dept XXXX
__Master Personnel File       for Dept XXXX
__Permanent Change of Station (PCS) for Dept XXXX

[F1] Exit                  [F5] Help                  [F8] Accept
```

5.2 REQUESTING ROSTERS

The system will display one of the four key characters (**R**, **blank**, **A**, or **P**) two spaces to the left of each roster name.

- Step 1. Move the cursor to the appropriate field by pressing **<Enter>** or the arrow keys.
- Step 2. Type **R** in the space to the left of the roster name.
- If an **R** already appears to the left of a roster, it is not necessary to type **R** again. An **R** already appearing to the left of a roster indicates that someone has already requested it.
 - If a **P** is found to the left of a roster, an **R** cannot be typed there. The System Administrator has already approved a previous request made by someone.
 - If an **A** appears to the left of a roster, it is not possible to request the roster at this time. **A** indicates there was a problem in printing the roster the last time it was requested. Contact the MEPRS Office to find out when the roster may be requested.
- Step 3. For the following rosters a Command Code will need to be entered:
- Civilian Position Control
 - Military Position Control
 - Position Control

The Command field may contain an **M** for MEDCOM, **D** for DENCOM, **V** for VETCOM, or left blank for all.

Step 4. For the following rosters a Department will need to be entered:

- Alphabetic Military and Civilian Personnel
- Clinician Data Control
- Master Personnel File
- Permanent Change of Station

The Department field may contain **ALL**, a department code, or a question mark for a department listing.

Step 5. After requesting all the needed rosters, press **F8**.

- If a department listing was requested by placing a **?** in the first position of the Dept Code field and pressing **F8**, it will be displayed now. Use the arrow keys to select the Department, then press **F8**.
- The **Roster request** screen will be re-displayed. The question mark has been replaced with the department chosen from the department listing. Press **F8** to accept the roster requests.
- UCAPERS prints only one copy of each roster. If someone else has already requested a roster, contact the MEPRS Office to request a copy of the roster.

Additional copies of reports can be printed or viewed online by using the Reprint/View Request option on the System Menu Screen. See section 9.2 in the System Operations Guide for further details on how to use this function.

5.3 DISTRIBUTION OF ROSTERS

All rosters will be printed on the appropriate network printer. If a copy of a roster that has already been requested by someone else is needed, contact the MEPRS Office to have an additional copy made.

5.4 DELETING REQUESTS FOR ROSTERS

To delete a request for a roster after having typed in an **R** but before pressing **F8**, delete the request by pressing the space bar and removing the **R**. If the **R** was already there, or if **F8** has already been pressed, the system will not allow deletion of the **R**. Retype the **R** in the field before attempting to exit the screen. Only the System Administrator can delete roster requests that have been entered into the system.

SECTION 6

REQUESTING TABLE LISTINGS

Data entry personnel are responsible for requesting UCAPERS reports, rosters, and table listings based on work center management instruction. This section describes the procedures for using UCAPERS to make requests for table listings.

NOTE: Many of the outputs produced by UCAPERS, especially UCAPERS rosters, contain information that must be kept private under the provisions of the Privacy Act of 1974. Any output produced by UCAPERS that contains information on names and social security numbers should not be left unattended. Handle it in accordance with proper procedures for materials labeled "FOR OFFICIAL USE ONLY."

The first UCAPERS screen that will be displayed after successfully completing the System Sign On is the **System Menu**. This menu lists all of the functions available in UCAPERS. Users only have access to the functions they are authorized to perform.

Date: YYYY/MM/DD	UCA - Personnel Utilization System	SNAC002
Time: HH:MM	System Menu	
System Management	Personnel Utilization	File/Table Maintenance
1) Operator Security Maintenance	4) Personnel Scheduling	9) Master Personnel Fil
2) Process Control	5) Contracted Services	10) Civilian Payroll
3) Process Status Display	6) Clin/APN Utilization	11) TDA File
	7) Clin/APN Survey	12) Global Update File
	8) TDY Adjustments	13) Local Tables
		14) Standard Army Tables
Reporting	Nursing Functions	Miscellaneous
15) Report Request	19) WMSN	22) EAS/USM Transactions
16) Roster Request	20) LADS	23) EAS Accumulator
17) Table Listing Request	21) PACS	24) Historical Download
18) Reprint/View Request	25) ** What's New With This UCAPERS Release **	
	Enter Function :	
[F1] Exit	[F5] Help	[F8] Accept

6.1 TABLE LISTINGS

Type **17** at the Enter Function field on the UCAPERS **System Menu**, then press **F8**. The **Table Listing** screen will be displayed. This screen allows requests for the generation of table listings by UCAPERS.

Date: YYYY/MM/DD	UCA - Personnel Utilization System	SNAC071
Time: HH:MM	Table Listing Request	
Key: R=Requested, Blank=Not Scheduled, A=Active, P=Approved		
-- Standard Army Tables --		
-- Local Tables --		
__All Standard Army Tables	__All Local Tables	
__Acuity Weighting Table	__APC/AMS/MEPRS Table	
__AMS Table	__APC/Nursing Unit Table	
__Branch Code Table	__ASD Table	
__Civilian Strength Table	__DMIS Table	
__Military Strength Table	__Department Table	
__Schedule Exception Code Table	__Duty Position Code Table	
__SSI/MOS/Job Series Table	__MDEP Table	
__Standard Appropriation Table	__PUDM Code Table	
__Standard Military Pay Table	__Security Control Table	
__Standard SAS ID Table	__Site Unique Table	
__Standard SEEC Table	__Standard Schedule Table	
__Standard PEC Table	__Work Center Distribution	
__Work Days in Month Table		
[F1] Exit	[F5] Help	[F8] Accept

6.2 REQUESTING TABLE LISTINGS

The system will display one of the four key characters (R, blank, A, or P) two spaces to the left of each listing.

- Step 1. Using the arrow keys, position the cursor to the left of the desired table listing.
- Step 2. Type **R** in the space to the left of the name of the table listing. If All Standard Army Tables or All Local Tables are requested, the system will place an **R** to the left of all table listings under the title.
 - If **R** already appears to the left of a table listing, this indicates that someone else has already requested it.
 - If **P** is found to the left of a table listing, an **R** cannot be typed there. The System Administrator has already approved a previous request made by someone else.
 - If **A** appears to the left of a table listing, it cannot be requested at this time. **A** indicates there was a problem in printing the table listing the last time it was requested. Contact the MEPRS Office to find out when to request the table listing.
- Step 3. When logging requests have completed, press **F8** to enter the requests into the system.

UCAPERS prints only one copy of each table listing. If someone else has already requested a table listing, contact the MEPRS Office to request a copy of the table listing.

6.3 DISTRIBUTION OF TABLE LISTINGS

All table listings will be printed on the appropriate network printer. If a copy of a table listing that has already been requested by someone else is needed, contact the MEPRS Office to have an additional copy made.

6.4 DELETING REQUESTS FOR TABLE LISTINGS

A request for a table listing can be deleted any time before **F8** is pressed. To delete a request, go back to the **R** and delete it by pressing the space bar. If the **R** was already there, only the System Administrator can delete it. If anyone other than the System Administrator attempts to remove the **R** by pressing the space bar, the system will not allow them to exit the field until the **R** has been replaced in the field.

SECTION 7

PERSONNEL SCHEDULING

Data entry personnel are responsible for entering schedule information into UCAPERS, checking the data for correctness and updating schedule information. This section describes the procedures for using the UCAPERS **Personnel Scheduling** screen to satisfy these responsibilities. The following table lists uses of function keys, special characters, arrow, and backspace keys for this screen:

NOTE: The information contained in this table applies only to the **Personnel Scheduling** screen.

<u>UCAPERS SCHEDULING FUNCTION KEYS</u>	
<u>Function Key</u>	<u>Usage</u>
F1	Exit or Back One Screen
F2	Not Used
F3	Not Used
F4	Delete a Schedule Record
F5	Help
F6	Go to Next Screen (Last 2 Shifts, Exception Codes)
F7	Go to Previous Screen (First 3 Shifts, Exception Codes)
F8	Logs (accepts) schedule record into the system
F9 Through F12	Not Used
?	Lists Available Choices (Used in APC, Standard Schedule, Exception Code, and LTI APC fields)
Backspace	Clears a field for Correction or Update
Arrow Keys	Moves Around Screen from field to field
Enter	Moves from field to field
Page Up/Page Down	Scrolls help screens for APC, Standard Schedule, Exception Code, and LTI APC, one page at a time.
Tab	Moves from field to field

NOTE: The **Personnel Scheduling** screen will accept five exception codes per shift. Use **F6** and **F7** to navigate between screens.

The first UCAPERS screen that will be displayed after a successful sign on is the **System Menu**. This menu lists all of the functions available in UCAPERS. Each user will only have access to the functions they are authorized to perform.

Date: YYYY/MM/DD	UCA - Personnel Utilization System	SNAC002
Time: HH:MM	System Menu	
System Management	Personnel Utilization	File/Table Maintenance
1) Operator Security Maintenance	4) Personnel Scheduling	9) Master Personnel File
2) Process Control	5) Contracted Services	10) Civilian Payroll
3) Process Status Display	6) Clin/APN Utilization	11) TDA File
	7) Clin/APN Survey	12) Global Update File
	8) TDY Adjustments	13) Local Tables
		14) Standard Army Tables
Reporting	Nursing Functions	Miscellaneous
15) Report Request	19) WMSN	22) EAS/USM Transactions
16) Roster Request	20) LADS	23) EAS Accumulator
17) Table Listing Request	21) PACS	24) Historical Download
18) Reprint/View Request	25) ** What's New With This UCAPERS Release **	
	Enter Function :	
[F1] Exit	[F5] Help	[F8] Accept

Type **4** at the Enter Function field, then press **F8** on the UCAPERS System Menu. The **Personnel Scheduling** screen will be displayed as shown below. This screen allows a specific week and APC to be entered. These are mandatory fields, the ID Code field is optional. See Section 7.5, Listing Schedules for the Entire APC, for utilizing the mandatory fields only. Complete all schedule data entry by the first part of each week for the previous week's schedules. The System Administrator will establish specific times for other actions.

Date: YY/MM/DD	Personal Data - Privacy Act Of 1974	SNAC101
Time: HH:MM	UCA - Personnel Utilization System	
	Personnel Scheduling (PA)	
Week: DD MMM YY	APC>	ID Code:
[F1] Exit	[F5] Help	[F8] Accept

NOTE: Before the system will allow personnel scheduling to be performed for a specific week, schedules must have been created for that week. If requested schedules for a week have not been created, the system will display the message, "Schedules are not on file for this week, try again." Contact the CRMO or MEPRS Office personnel to inquire when schedules for that week will be created.

The message "This week restricted - contact CRMO or MEPRS Office for updates" indicates that the System Administrator has restricted the schedule file for that week. Only the System Administrator can perform updates to that week's schedule. Contact the CRMO or MEPRS Office personnel if updates are necessary.

7.1 GETTING STARTED WITH THE PERSONNEL SCHEDULING SCREEN

The following procedures will be used when entering the data on the **Personnel Scheduling** screen. The week and APC fields are mandatory. A ? in the first space of the APC field will scroll all of the APCs and spaces in the ID Code field will scroll all assigned personnel with schedules in that APC.

Use the arrow keys to highlight each record individually. Press **F8** to select the record. This enters the selection into the appropriate field.

- Step 1. Select Personnel Scheduling from the UCAPERS **System Menu**.
- Step 2. In the day field, type in the day of the month (01-31) that represents a day in the week to be scheduled. This field is mandatory.
- Step 3. In the month field, type in the first three letters of the month (for example, AUG). This field is mandatory.
- Step 4. In the year field, type in the last two digits of the year (for example, 98). This field is mandatory.
- Step 5. In the APC field, type in the APC of the work center or type ? to get a scrolling screen with all of the valid APCs and their descriptions. An example of this scrolling screen is shown below. This field is mandatory and must be a valid APC as listed on the APC/AMS/MEPRS table.

Date: YYYY/MM/DD	Personal Data - Privacy Act Of 1974	SNAC101
Time: HH:MM	UCA - Personnel Utilization System	
	Personnel Scheduling (PA)	
Week: 20 JUN 98 APC> ? ID Code:		
APC	Account Processing Code	Description
FB9G	DEP CDR CLIN SVCS-PAY -	101
FBAG	HOSPITAL COMPANY-PAY -	731A
FBBG	PATIENT AFFAIRS-PAY -	725
FBCG	CLAIMS(PAD)OPEN ALLOT-PAY-	
FBDG	MEDDAC MISSION FUNCTION -	101
FBHG	CLINIC NURSE SPEC-PAY -	460B
FBJG	MIDWIFERY SVC-PAY -	474
FBPG	CLAIMS-SUPPLEMENTAL CARE -	724B
FC2G	INFECTION CONTROL-PAY -	460A
FC3G	CSD - PA SPT-PAY -	776
FC4G	C,PERS DIV/TRP CDR-PAY -	731
FC5G	INPATIENT RECORDS-PAY -	722B
FC6G	MED TRANSCRIPTION-PAY -	722C
FC7G	MED RCDS ADMIN BR-PAY -	722
FC8G	ADMIT & DISPO-PAY -	724A
FCAG	MEDICAL LIBRARY-PAY -	781
[F1] Exit [F5] Help [F8] Accept		

- Use the arrow keys or the <Page Up> and <Page Down> keys to highlight the APC, then press **F8**. (**F1** will return to previous screen field without making a selection.)

- In the ID code field, type in an ID code to bring up an individual's schedule or leave spaces in the ID Code field to get a listing of all schedules for this APC. An example of this listing is shown below. Press **F8**.

Date: YYYY/MM/DD	Personal Data - Privacy Act Of 1974	SNAC101
Time: HH:MM	UCA - Personnel Utilization System	
	Personnel Scheduling (PA)	
Week: 20 JUN 98		APC> FDCG
		ID Code:
ID	NAME	SUN MON TUE WED THU FRI SAT
-> R4500 REESE, SHIRLEY G.		
F2011	FRENCH, TRACY T.	8.00 8.00 8.00 8.00
M5022	MICHAEL, KAREN W.	8.00 8.00 8.00 8.00 8.00 8.00
B2133	BUCKLES, CHARLES R.	8.00 8.00 8.00 8.00 8.00 8.00
R7844	RITCHIE, RANDY H.	8.00 8.00 8.00 8.00 8.00 8.00
H3955	HARTSFIELD, FRANK T.	8.00 8.00 8.00 8.00 8.00 8.00
B6166	BARRIES, CATHY I.	8.00 8.00 8.00 8.00 8.00 8.00
R2377	RIVERA, MARK R.	8.00 8.00 8.00 8.00 8.00 8.00
R4488	RUTGER, KARLA A.	8.00 8.00 8.00 8.00 8.00 8.00
P3899	PAGE, MARTIN R.	8.00 8.00 8.00 8.00 8.00 8.00
G0300	GOLADOFF, VIVIAN H.	8.00 8.00 8.00 8.00 8.00 8.00
P6711	PEREZ de BACA, MARIO	8.00 8.00 8.00 8.00 8.00 8.00
B4722	BURROUGHS, DANIEL H.	8.00 8.00 8.00 8.00 8.00 8.00
M9333	MAYS, MELODY G.	8.00 8.00 8.00 8.00 8.00 8.00
P1444	PIERINO, ANNETTE D.	8.00 8.00 8.00 8.00 8.00 8.00
T6755	TOPPER, YOLANDA D.	8.00 8.00 8.00 8.00 8.00 8.00
[F1] Exit		[F5] Help
		[F8] Accept

- To view/change the schedule, use the arrow keys or **<Page Up>** and **<Page Down>** to highlight the schedule. Press **F8** to retrieve the individual schedule (Pressing **F1** will return to the previous screen).

Step 6.

If the individual is already on the Master Personnel File, the system will display the schedule screen with the cursor moving to the sequence number field as follows:

Date: YYYY/MM/DD	Personal Data - Privacy Act Of 1974	SNAC103
Time: HH:MM	UCA - Personnel Utilization System	
	Personnel Scheduling (PA)	
Week: 20 JUN 98		APC: FDCG
Name: PEREZ de BACA, MARIO		ID Code: P6711
Branch: GS		Duty Stat: FTP
Grade: 07		Duty Pos: CN
PMOS: 00303		Skill Type: 2X
SEQ: 12		DMOS: 66J
Standard Schedule:		
20 JUN	21 JUN	22 JUN
SUN	MON	TUE
Shift/HRS 3 08.00	3 08.00	3 08.00
EXC Code DO	DO	
LTI APC		
23 JUN	24 JUN	25 JUN
WED	THU	FRI
Shift/HRS 3 08.00	3 08.00	1 08.00
EXC Code		
LTI APC		
26 JUN		
SAT		
Shift/HRS 0 00.00	0 00.00	0 00.00
EXC Code		
LTI APC		
27 JUN		
SUN		
Shift/HRS 0 00.00	0 00.00	0 00.00
EXC Code		
LTI APC		
[F1] Exit [F4] Delete [F6] Next Screen [F7] Previous Screen [F8] Accept		

NOTE: Schedules for individuals borrowed from another work center are generated automatically by the assigned (loaning) work center by an LTI entry. If hours are changed on the borrowing schedule, notify the loaning work center to avoid schedule discrepancies.

7.2 ADDING A SCHEDULE FOR AN INDIVIDUAL ON THE MASTER PERSONNEL FILE

The following procedures will be used for scheduling both assigned and non-assigned personnel who are on the Master Personnel File. If a schedule needs to be added for an individual who is assigned to the hospital but is not on the Master Personnel File, have the MEPRS Office personnel add the individual to the Master Personnel File. Then use the following procedures.

- Step 1. Follow steps 1 through 6 from Section 7.1, Getting Started with the Personnel Scheduling Screen.
- Step 2. In the sequence number field, type in the sequence number. This is not a required field.
- The sequence number field is used to specify the order in which the individual's schedule will appear on the printed schedule for the specified week and work center. For example, the schedule for the highest-ranking individual in the work center appears first. Assigning that individual's schedule with the lowest sequence number can do this. A sequence number of "01" will be printed first, a sequence number of "02" will be printed second, and so forth. The order of up to 99 schedules may be specified.
 - When initially building the schedule file, assign every other sequence number to the schedules. This will allow for the addition of more schedules later, without rearranging the whole sequence.
 - If the same sequence number is assigned to different individuals for the same week and work center, the system will print those schedules in alphabetical order according to the first letter of the last name, within their numerical order.
- Step 3. UCAPERS maintains a table of standard schedules. The table of standard schedules helps to expedite the process of entering schedule data.
- Typing a short standard schedule code that represents the schedule can enter an entire schedule.
 - In order to utilize a standard schedule, type in a standard schedule code in the standard schedule field and press **F8**. Press **<Enter>** to skip the field and type all shift, hours, and exception code data individually. (Standard schedule codes may be found on the Standard Schedule Table Listing, a sample of which is in Standard Appendix F of the *Standard Appendices*).

NOTE: An **Online Standard Schedule Scrolling** Screen is available. The Online Standard Schedule Scrolling Screen will be similar to the one shown below. Locate the cursor in the first position of the Standard Schedule field and type ?. Press **F8**.

```

Date: YYYY/MM/DD      Personal Data - Privacy Act Of 1974      SNAC103
Time: HH:MM           UCA - Personnel Utilization System
                        Personnel Scheduling (PA)

Week: 20 JUN 98      APC: FDCG      ID Code: P6711      SSN: 999-99-9999
Name: PEREZ de BACA, MARIO      Duty Stat: FTP      Duty Pos: CN
Branch: GS      Grade: 07      PMOS: 00303      DMOS: 66J      Skill Type: 2X
SEQ: 12      Standard Schedule: ?
CODE Standard Schedule Description
      -> 12TS SHIFT 1, DO THUR&SAT, 2 HR CE
15OT SHIFT 1, 1.5 HR OT M-F
1CE  SHIFT 1, 1.5 HR CE M-F
1DFS SHIFT 1, DO FRI AND SAT
1DMF SHIFT 1, 8 HR M-F ONLY
1DMS SHIFT 1, DO MON AND SAT
1DMT SHIFT 1, DO MON AND TUE
1DMW SHIFT 1, DO MON AND WED
1DO  SHIFT 1, DO SUN&SAT,NO OTH HRS
1DSF SHIFT 1, DO SUN AND FRI
1DSM SHIFT 1, DO SUN AND MON
1DSS SHIFT 1, DO SUN AND SAT
1DST SHIFT 1, DO SUN AND TUE

[F1] Exit  [F4] Delete  [F6] Next Screen  [F7] Previous Screen  [F8] Accept

```

- Use the arrow keys or the <Page Up> and <Page Down> keys to position the cursor at the desired Standard Schedule and press **F8**. The Standard Schedule will be briefly displayed in the Standard Schedule field, and the Standard Schedule hours will be filled in, similar to the one shown below.

```

Date: YYYY/MM/DD      Personal Data - Privacy Act Of 1974      SNAC103
Time: HH:MM           UCA - Personnel Utilization System
                        Personnel Scheduling (PA)

Week: 20 JUN 98      APC: FDCG      ID Code: P6711      SSN: 999-99-9999
Name: PEREZ de BACA, MARIO      Duty Stat: FTP      Duty Pos: CN
Branch: GS      Grade: 07      PMOS: 00303      DMOS: 66J      Skill Type: 2X
SEQ: 12      Standard Schedule:
      20 JUN      21 JUN      22 JUN      23 JUN      24 JUN      25 JUN      26 JUN
      SUN        MON        TUE        WED        THU        FRI        SAT
Shift/HRS 1 08.00  1 08.00  1 08.00  1 08.00  1 08.00  1 08.00  1 08.00
EXC Code
LTI APC
      DO          DO
Shift/HRS 0 00.00  0 00.00  0 00.00  0 00.00  0 00.00  0 00.00  0 00.00
EXC Code
LTI APC
Shift/HRS 0 00.00  0 00.00  0 00.00  0 00.00  0 00.00  0 00.00  0 00.00
EXC Code
LTI APC

[F1] Exit  [F4] Delete  [F6] Next Screen  [F7] Previous Screen  [F8] Accept

```

- Type in a valid standard schedule code and press **F8**, the system will fill in data under the day columns. The system will then edit the schedule, testing for valid exception codes, number of hours per day, hours before assignment date, and so forth. If a shift is found with data that is invalid for the individual indicated, the cursor will move to the first shift code of the day in which the

error was found. Correct the data for that day by following steps 4 through 13 below. After all errors have been corrected for that day, the system will continue validating the remainder of the schedule, repeating the above procedures until all errors have been corrected. Press **F8** to save the updated schedule into the system.

- Press the <**Enter**>, <**Tab**>, or arrow keys to skip the standard schedule field. The cursor will move to the first shift field under SUN (Sunday).
- Using the arrow keys to move around the screen can access all the available fields. Press **F6** to see the next screen.

Step 4. In the first shift field, type in the shift (1-9).

NOTE: When scheduling an individual who is assigned to an APC, entries must be in the first set of fields for shift and hours for each day of the week.

Step 5. In the first hours field, type in the hours.

- No Online Edits will be executed until **F8** has been pressed
- The system will not allow the total number of hours entered in all five hours fields for each day to be greater than 24. If this does occur, the cursor will return to the first shift field for that day and allow changes to be made to data in any of the five shifts.
- When scheduling an individual assigned to an APC, a total of at least 8 hours per day must be entered during the individual's assignment period. If the total number of hours in all five hours fields for any day is less than 8, the cursor will return to the first shift field for that day and prompt the user to change any data in any of the five shifts.
- After any two-digit number, such as "10" or "11", any additional digits typed must be preceded by a decimal point. For example, to schedule 10.5 hours, type in the numbers "1", "0", ".", and "5".
- In all hours fields, the system will round digits to the right of the decimal point to the nearest quarter hour: .00, .25, .50, or .75. If the fraction entered is .00 to .12, the system will round down to .00. If the fraction is .13 to .37, the system will round to .25. If the fraction is .38 to .67, the system will round to .50. If the fraction is .68 to .87, the system will round to .75. If the fraction is .88 to .99, the system will round up to .00 and increment the first digit to the left of the decimal point by one.

Step 6. In the first exception code field, type in the exception code.

- Schedule exception codes are used to define exceptions to regular work hours. Any hours that are not regular work hours are considered to be an "EXCEPTION" to regular work hours and require the use of a schedule exception code. Schedule exception codes are listed and defined in the Appendix A. These are the ONLY valid exception codes that may be used. Military exception codes can only be used for military personnel and civilian exception codes for civilian personnel. Additionally, individuals with an

assigned duty status code, working outside their assigned APC, may only have regular hours and/or "available" exception codes entered on the schedule input by the borrowing APC.

- An Online Exception Code Scrolling Screen is available. Locate the cursor in the first position of the Exception Code field and type **?**, then press **F8**.

Date: YYYY/MM/DD	Personal Data - Privacy Act Of 1974	SNAC103
Time: HH:MM	UCA - Personnel Utilization System	
	Personnel Scheduling (PA)	
Week: 02 APR 00	APC: MA03	ID Code: B2483
Name: BRIGHAM, APRIL D.	Duty Stat: FTP	SSN: 999-99-9999
Branch: GS	Grade: 07	Duty Pos: HLTAST
PMOS: 00303	DMOS: 71L	Skill Type: 5C
SEQ: 00	Standard Schedule:	
-> EXC	Exception Code Description	
AOD	ADMIN OFFICER OF THE DAY	
AWOL	ABSENT WITHOUT LEAVE	
AWOP	ABSENCE WITHOUT PAY	
BTE	BORROWED TIME EXTERNAL	
C	ON CALL	
CBC	COURTS/BOARDS/COMMITTEES	
CE	COMPENSATORY TIME EARNED	
CQ-D	CHARGE OF QUARTERS (DENTAL)	
CQ-M	CHARGE OF QUARTERS (MEDICAL)	
CT	COMPENSATORY TIME TAKEN	
CURE	CURE LEAVE	
DIS	DESTRUCTION/INVENTORY/SURVEY	
DO	DAY OFF	

[F1] Exit [F4] Delete [F6] Next Screen [F7] Previous Screen [F8] Accept

- Use the arrow keys or **<Page Up>** or **<Page Down>** to position the cursor at the desired Exception Code and press **F8**. The Exception Code will now be displayed on the screen in the Exception Code field.

NOTE: Anytime an LTI code is entered, the system will prompt the user to type an APC Code directly under the exception code field in the LTI APC field. This will generate another schedule record with the available hours assigned to this date for the LTI APC. Type **?** to bring up a scrolling screen of all APCs, similar to the listing that follows.

Date: YYYY/MM/DD	Personal Data - Privacy Act Of 1974	SNAC103
Time: HH:MM	UCA - Personnel Utilization System	
	Personnel Scheduling (PA)	
Week: 02 APR 00	APC: MA00	ID Code: D1027
Name: DAHL, WILLIAM M.	Duty Stat: MIL	SSN: 999-99-9999
Branch: EL	Grade: E8	DMOS: 91B50
SEQ: 00	Standard Schedule:	Duty Pos: SMNCO
APC	Account Processing Code Description	Skill Type: 4A
->	MA00 CLINIC COMMANDER	
	MA01 DCA/DCCS/DCPS	
	MA03 PERFORMANCE IMPROVEMENT OFFICE	
	MA09 C, PAD	
	MA0B INTERNAL AUDITOR	
	MA0C CLINICAL CARE COORDINATORS	
	MA0F INTERPRETER/HEARING CHALLENGED	
	MA12 MED RECORDS - ADMIN BRANCH	
	MA13 PATIENT ESCORT	
	MA15 COMPTROLLER	
	MA1A MANAGEMENT BRANCH	
	MA1B BUDGET BRANCH	
	MA1C FORCE DEVELOPMENT BRANCH	
[F1] Exit [F4] Delete [F6] Next Screen [F7] Previous Screen [F8] Accept		

- Use the arrow keys or **<Page Up>** and **<Page Down>** to position the cursor at the desired APC. Press **F8** to select or **F1** to exit without selecting an APC.
- The cursor may be moved to any field on the screen using the arrow keys.
- LTI APC IS ONLY USED WHEN LTI IS ENTERED INTO THE EXCEPTION CODE FIELD.

- Step 7. In the second shift field, type in the shift (1-9).
- Step 8. In the second hours field, type in the hours.
- Step 9. In the second exception code field, type in the exception code.
- Step 10. In the third shift field, type in the shift (1-9).
- Step 11. In the third hours field, type in the hours.
- Step 12. In the third exception code field, type in the exception code.
- Go the to the NEXT SCREEN **F6** if more than three Exception Codes for 1 day appear.
 - Go back to the PREVIOUS SCREEN **F7** to view the first three Exception Codes for that day.
 - Only five Exception Codes for 1 day are allowed.
- Step 13. Repeat Steps 4 through 12 above for each day column. Use the arrow keys to move the cursor to change any field.
- Step 14. Review the schedule information to be sure that it is correct. If an error is found, use the arrow keys, as necessary, to move the cursor to the field to be changed. Retype the field.

- Step 15. When the entries in all fields are correct, press **F8**. Pressing **F8** will cause the system to edit and then process the data entered and display another Personnel Scheduling screen with the same week and APC remaining.

7.3 ADDING A SCHEDULE FOR AN INDIVIDUAL NOT ASSIGNED TO THE HOSPITAL AND NOT ON THE MASTER PERSONNEL FILE

The following procedures will be used to add schedules for personnel who are not assigned to the hospital, are not students, and are not on the Master Personnel File. To schedule an individual who is assigned to the hospital or is a student, but is not on the Master Personnel File, have the Military Personnel Office or Civilian Personnel Office, as appropriate, add the individual to the Master Personnel File. Then use the procedures previously outlined for adding a schedule for an individual on the Master Personnel File.

Using the following procedures, the system allows a skeleton record to be created on the Master Personnel File. It will also allow data collection and personnel scheduling for a non-assigned individual who was not previously on the Master Personnel File.

Perform these procedures only once for the individual. After a skeleton record for a non-assigned individual not on the Master Personnel File has been created, add schedules for subsequent weeks using the same procedures previously outlined for personnel on the Master Personnel File.

This record will remain on file until an entire month passes in which no schedule data are entered for the individual. Then the system will delete the record during the next expense distribution.

- Step 1. Select Personnel Scheduling from the UCAPERS System Menu.
- Step 2. In the day field, type in the day of the month (01-31) that represents a day in the week to be scheduled. This field is mandatory.
- Step 3. In the month field, type in the first three letters of the month (for example, AUG). This field is mandatory.
- Step 4. In the year field, type in all the last two digits of the year (for example, 01). This field is mandatory.
- Step 5. In the APC field, type in the APC of the work center or a ? to get a scrolling screen with all of the valid APCs and their descriptions, similar to the listing shown next. This field is mandatory.

Step 6.

```

Date: YYYY/MM/DD      Personal Data - Privacy Act Of 1974      SNAC103
Time: HH:MM           UCA - Personnel Utilization System
                      Personnel Scheduling (PA)

      Week: 02 APR 00      APC: MA00      ID Code: D1027      SSN: 999-99-9999
      Name: DAHL, WILLIAM M.      Duty Stat: MIL      Duty Pos: SMNCO
      Branch: EL      Grade: E8      PMOS: 91B50      DMOS: 91B50      Skill Type: 4A
      SEQ: 00      Standard Schedule:

APC  Account Processing Code Description
->  MA00  CLINIC COMMANDER
      MA01  DCA/DCCS/DCPS
      MA03  PERFORMANCE IMPROVEMENT OFFICE
      MA09  C, PAD
      MA0B  INTERNAL AUDITOR
      MA0C  CLINICAL CARE COORDINATORS
      MA0F  INTERPRETER/HEARING CHALLENGED
      MA12  MED RECORDS - ADMIN BRANCH
      MA13  PATIENT ESCORT
      MA15  COMPTROLLER
      MA1A  MANAGEMENT BRANCH
      MA1B  BUDGET BRANCH
      MA1C  FORCE DEVELOPMENT BRANCH

[F1] Exit  [F4] Delete  [F6] Next Screen  [F7] Previous Screen  [F8] Accept

```

- When using the scrolling screen to list all of the APCs, use the arrow keys or **<Page Up>** and **<Page Down>** keys to position the cursor at the desired APC entry and press **F8** to select or **F1** to return to the APC field without making a selection.

Step 7.

In the ID code field, type in an ID code to create a skeleton record on the MPF.

- ID codes are constructed in the following manner:
 - Use the first letter of the individual's surname as the first character of the ID code.
 - Use the last four digits of the individual's social security number as the remaining characters of the ID code. If the code generated is already in use for another individual, use an asterisk (*) for the first character of the generated ID code. If that ID code is already in use, use a pound symbol (#) for the first character of the ID code. If that ID code is already in use, or the individual does not have a social security number, contact the CRMO or the MEPRS Office personnel.
- When the ID code has been entered, press **F8**. The system will display the following message, "ID DOES NOT EXIST ON MPF - PRESS <F8> TO ADD - <F1> TO QUIT." Press **F8**. The screen shown below will be displayed with the cursor positioned at the week field.

```

Date: YYYY/MM/DD      Personal Data - Privacy Act Of 1974      SNAC102
Time: HH:MM           UCA - Personnel Utilization System
                      Personnel Scheduling (PA)

      Week: 20 JUN 98      APC: FDCG      ID Code: W9999      SSN: 000-00-0000
      Name:                      Duty Stat:                      Duty Pos:
      Branch:      Grade:      *PMOS:                      DMOS:      Skill Type:

[F1] Exit      [F5] Help      [F8] Accept

```

Step 8. In the social security number field, type in the individual's social security number.

NOTE: If the last four digits of the social security number do not match the last four characters of the ID code, the system will change the ID code to match the last four characters of the social security number after the final **F8** key has been pressed. If the ID is changed, the system will respond in the same way as when the initial ID code was entered, as described in Step 6 above.

Step 9. In the name field, type in the individual's name (last name first) and press **<Enter>**, **<Tab>**, or the arrow keys.

NOTE: The first character typed must be alphabetic; a space is not allowed in the first position. If the first letter in the name field does not match the first character of the ID code, the system will change the ID code to match the first letter in the name field, unless the ID code begins with an asterisk (*) or a pound symbol (#). In the latter case, the system will not change the ID code to match, if there is already an entry on the Master Personnel File matching that ID code.

Step 10. In the duty status field, type in a non-assigned duty status code. For a listing of Non-assigned duty status codes, refer to Standard Appendix I.

- For Personnel Scheduling only, WAE is treated as a non- assigned status.
- Only non-assigned individuals (plus WAEs) may be entered using these procedures. If an assigned duty status code is entered, the system will display "Must be non-assigned duty status for skeleton record." Skeleton records for non-assigned civilian and military students (SCN and SMN) may not be generated through Personnel Scheduling. If an attempt is made to enter duty status code SCN or SMN, the system will display "Must add student through MPF screen" and the cursor will remain at the duty status field. Duty status codes are listed and defined in Standard Appendix I of the *UCAPERS Manual of Standard Appendices*.

NOTE: The system will check the duty status code to determine if the individual is military or civilian and assign a military/civilian indicator to the record.

Step 11. In the duty position field, type in the duty position code.

- This must be a valid duty position code as listed on the Duty Position Code Table. Duty position codes may be found on the Duty Position Code Table Listing. (A sample Duty Position Code Table Listing is included in Standard Appendix F of the Standard Appendices)

Step 12. In the branch field, type in the branch code.

- If the duty status code entered above is OTH, the branch code must be AF (Air Force), CG (Coast Guard), MA (Marines), NA (Navy), GE (Environment Sciences Service Administration), PH (US Public Health Service), or FM (foreign military personnel other than patients, prisoners, or holdees who are assigned/attached on permanent duty orders, including students in HQDA authorized education programs).

- All branch codes entered must be valid branch codes as listed on the Branch Code Table. Branch codes may be found on the Branch Code Table Listing. (A sample Branch Code Table Listing is included in Standard Appendix F of the Standard Appendices.)
- Civilian branches can only be entered for civilian duty status codes and military branches can only be entered for military duty status codes. When a mismatch occurs between a branch and a military/civilian indicator, the system will display an error message and the cursor will remain at the branch field.
- Entering a civilian branch code of DC, IC, FP, GM, GS, ID, LN, LP, LS, WB, WD, WG, WL, WN, WS, will make the Skill Type field inaccessible by the user. See DMOS field description below for an explanation.

Step 13. In the grade field, type in the grade.

- The system will verify that the pay grade corresponds to the correct branch.
- For the civilian branches "GM", "GS", "IC", "ID", "LN", "LP", "LS", "WD", "WG", "WL", "WN", and "WS", enter a pay grade of 01-15. For local national branches of "CZ", "IC", "ID", "LN", "LP", "LS" and "WZ" the following pay grades may be entered:
 - A1 through A5
 - C1 through C10
 - C4A, C5A, C6A, C7A
 - K1 through K9
 - KD1, KD2, KD3
 - U1 through U9
 - U1S
- Civilian branches other than the ones mentioned above may have any pay grade except the local national pay grades.
- For enlisted branch codes (EL, EM and EW), enter a pay grade of E1-E9.
- For the warrant officer branch (WA), enter a pay grade of W1-W5 (W5 is for the Army ONLY).
- For all other branches (officers) enter a pay grade of O1-O9, or 10 for an Army General.
- If the grade entered begins with **O**, be sure to type the alphabet letter **O** and not a zero.

Step 14. In the Skill Type field, type in the USM category. The following is a list of valid skill types.

1. Clinicians

- 1P Physician
- 1D Dentist
- 1N Intern - Medical
- 1F Fellow - Medical
- 1R Resident - Medical
- 1S Intern – Dental
- 1T Fellow – Dental
- 1U Resident – Dental
- 1V Veterinarian

2. Direct Care Professional

- 2Z All others in Skill Type 2
- 2P Physician Assistant
- 2N Nurse Practitioner
- 2M Nurse Midwife
- 2A Nurse Anesthetist
- 2C Community Health Nurse
- 2H Occupational Health Nurse (No Mil)
- 2S Clinical Nurse Specialist

3. Registered Nurse

- 3Z All Others in Skill Type 2
- 3R Registered Nurse

4. Direct Care – Paraprofessional

- 4Z All Others in Skill Type 4
- 4L LPN/LVN
- 4A Nursing Assistant

5. Administrative / Clerical

- 5Z All Others in Skill Type 5
- 5A Administrators
- 5L Logistics
- 5C Clerical

Step 15. In the PMOS field, type in the PMOS/SSI/JOB SERIES.

- A valid PMOS/SSI/JOB SERIES may be found on the SSI/MOS/JOB SERIES Table Listing. (A sample page from an SSI/MOS/JOB SERIES Table Listing is included in Standard Appendix F of the Standard Appendices.)
- For all personnel, the system will validate the branch and PMOS/SSI/JOB SERIES entries against the SSI/MOS/JOB SERIES Table. If the branch and PMOS/SSI combination does not exist on the table, the system will display the message, "Invalid branch, PMOS combination, try again." The cursor will return to PMOS/SSI/JOB Series field so that the fields in question may be re-entered.
- The PMOS/SSI field may be left blank if the Duty Status field is CON,VOL, OGP, PNT, or SCN.

Step 16. In the DMOS field, type in the DMOS/SSI/JOB SERIES.

- A valid DMOS/SSI/JOB SERIES may be found on the SSI/MOS/JOB SERIES Table Listing. (A sample page from an SSI/MOS/JOB SERIES Table Listing is included in Standard Appendix F of the *Standard Appendices*.)
- For all military personnel, if the DMOS entered represents an invalid combination of DMOS/SSI/JOB SERIES and branch code, the system will display the message, "Invalid branch and DMOS combination, try again." The cursor will move back to the DMOS code field. Retype the field if it is incorrect.
- If the military combination is found to be on the table, and the Skill Type is not listed on the SSI/MOS/JOB SERIES Table for the branch, PMOS combination selected, the system will display the message, "Invalid branch, PMOS, and skill type combination, try again". The cursor will return to Skill Type Field so that Field may be re-entered.
- For all civilian personnel (which are determined by the selected Branch code - see Branch code field description above), the system will validate the DMOS/SSI/JOB SERIES to be a military equivalent for the PMOS/SSI/JOB SERIES entered in Step #14. If the DMOS/SSI/JOB SERIES is not a military equivalent or the Skill Type does not match the military equivalent DMOS, the system will display the message, "EQUIV MIL DMOS and SKILL TYPE must be selected from help table. Press **F8** >". The user must then press **F8** to display an Equivalent Military DMOS Table.
- An Equivalent Military DMOS selection can be made by using the up and down arrow keys to place the arrow at the desired line and pressing **F8** to accept the selection. (**F1** can be pressed to return to the Master Personnel File Maintenance screen.) After a selection is made, the DMOS and Skill Type will automatically be placed in the Master Personnel File Maintenance screen. The Skill Type field will be inaccessible since the DMOS and Skill Type

combination must be the same as the combination selected from the Equivalent Military DMOS Table.

- Review the entries in the following fields to be sure that they are correct:
 - Social Security Number
 - Name
 - Duty Status
 - Duty Position
 - Branch
 - Grade
 - Skill Type
 - PMOS
 - DMOS
- If an error is found in one of these fields, use the arrow keys as necessary to move the cursor to the field to be changed. Retype the field.
- When the entries in all fields are correct, press **F8** to edit all of the fields and then accept the record into the system. The cursor will move to the sequence number field.

Step 17. The sequence number field is to specify the order in which the individual's schedule will appear on the printed schedule for the specified week and work center. For example, to schedule the highest-ranking individual in a work center to appear first, assign that individual's schedule the lowest sequence number. A sequence number of "01" will be printed first, a sequence number of "02" will be printed second, and so forth. Specify the order of up to 99 schedules.

- When the schedule file is initially built, assign every other sequence number to the schedules. This will allow the addition of schedules later, without rearranging the whole sequence.
- If the same sequence number is assigned to different individuals for the same week and work center, the system will print those schedules in alphabetical order according to the first letter of the last name, within their numerical order.

Step 18. UCAPERS maintains a table of standard schedules that is frequently used. The table of standard schedules helps to expedite the process of entering schedule data. Typing a short standard schedule code that represents the schedule can enter an entire schedule.

- In order to utilize a standard schedule, type in a standard schedule code in the standard schedule field and press **F8**. Press **<Enter>** to skip the field and enter all shift, hours, and exception code data individually. (Standard

schedule codes may be found on the Standard Schedule Table Listing, a sample of which is in Standard Appendix F of the *Standard Appendices*).

- An **Online Standard Schedule Scrolling** Screen is available, similar to the one shown below. Locate the cursor in the first position of the Standard Schedule field and type ?. Press **F8**.

```

Date: YYYY/MM/DD      Personal Data - Privacy Act Of 1974      SNAC103
Time: HH:MM           UCA - Personnel Utilization System
                        Personnel Scheduling (PA)

Week: 20 JUN 98      APC: FDCG      ID Code: P6711      SSN: 999-99-9999
Name: PEREZ de BACA, MARIO      Duty Stat: FTP      Duty Pos: CN
Branch: GS      Grade: 07      PMOS: 00303      DMOS: 66J      Skill Type: 2X
SEQ: 12      Standard Schedule: ?
CODE Standard Schedule Description
-> 12TS SHIFT 1, DO THUR&SAT, 2 HR CE
    15OT SHIFT 1, 1.5 HR OT M-F
    1CE  SHIFT 1, 1.5 HR CE M-F
    1DFS SHIFT 1, DO FRI AND SAT
    1DMF SHIFT 1, 8 HR M-F ONLY
    1DMS SHIFT 1, DO MON AND SAT
    1DMT SHIFT 1, DO MON AND TUE
    1DMW SHIFT 1, DO MON AND WED
    1DO  SHIFT 1, DO SUN&SAT,NO OTH HRS
    1DSF SHIFT 1, DO SUN AND FRI
    1DSM SHIFT 1, DO SUN AND MON
    1DSS SHIFT 1, DO SUN AND SAT
    1DST SHIFT 1, DO SUN AND TUE
[F1] Exit [F4] Delete [F6] Next Screen [F7] Previous Screen [F8] Accept

```

- Use the arrow keys or the <**Page Up**> and <**Page Down**> keys to position the cursor at the desired Standard Schedule and press **F8**. The Standard Schedule will be briefly displayed in the Standard Schedule field, and the Standard Schedule hours will be filled in.
- Type in a valid standard schedule code and press **F8**, the system will fill in data under the day columns. Skip to Step 28.
- Press <**Enter**> to skip the standard schedule field, the cursor will move to the first shift field under SUN. Continue with Step 17.

Step 19. In the first shift field, type in the shift (1-9).

NOTE: When scheduling non-assigned personnel, such as volunteers, it is not necessary to have entries for each day as it is with personnel assigned to a work center.

Step 20. In the first hours field, type in the hours.

- No online edits will be executed until the final **F8** key has been pressed

NOTE: The system will not allow the total number of hours entered in all 3 hours fields for each day to be greater than 24. If this does occur, the cursor will return to the first shift field for that day and allow changes to any data in any of the three shift fields.

- When any two-digit number is typed, such as "10" or "11", any additional digits typed will fall to the right of the decimal point. For example, if the numbers "1", "0", ".", and "5" are typed, 10.5 hours will be scheduled.

- To enter a number that has only a zero to the left of the decimal point, such as 0.75 or .75, it is not necessary to type the zero. Just type "." to move the cursor to the right of the decimal point and then type the fraction. For example, to enter 0.75 or .75, type "." and then type in the number "75".

NOTE: In all hours fields, the system will round digits to the right of the decimal point to the nearest quarter hour: .00, .25, .50, or .75. If the fraction entered is .00 to .12, the system will round down to .00. If the fraction is .13 to .37, the system will round to .25. If the fraction is .38 to .67, the system will round to .50. If the fraction is .68 to .87, the system will round to .75. If the fraction is .88 to .99, the system will round up to .00 and increment the first digit to the left of the decimal point by one.

Step 21. In the first exception code field, type in the exception code.

- Use the arrow keys while the exception code field is blank to indicate regular hours.
- The cursor can be moved to any of the fields on the screen by using the <Enter>, <Tab> or arrow keys.
- Schedule exception codes are used to define exceptions to regular work hours. Any hours for an individual that are not regular work hours are an "EXCEPTION" to regular work hours and require the use of a schedule exception code. Schedule exception codes are listed and defined in the Appendix A. They are also listed on the Schedule Exception Code Table Listing (Standard Appendix F of the *Standard Appendices*). Type ? to see a scrolling screen with all valid exception codes. Use the arrow keys or <Page Up> and <Page Down> keys to position the cursor at the desired exception code. Press **F8** to select or **F1** to exit without selecting an exception code. These are the ONLY valid exception codes that may be used. Military exception codes can only be used for military personnel and civilian exception codes for civilian personnel. Additionally, individuals with an assigned duty status code, working outside their assigned APC, may only have regular hours and/or "available" exception codes entered on the schedule input by the borrowing APC.

NOTE: Anytime that LTI is entered, the system will prompt the user to type an APC Code directly under the exception code field in the LTI APC field. This will generate another schedule record with the available hours assigned to this date for the LTI APC. Type? to bring up a scrolling screen of all APCs. Use the arrow keys or <Page Up> and <Page Down> keys to position the cursor at the desired APC. Press **F8** to select or **F1** to exit without selecting an APC.

Step 22. In the second shift field, type in the shift (1-9) or skip to Step 27.

Step 23. In the second hours field, type in the hours.

Step 24. In the second exception code field, type in the exception code.

Step 25. In the third shift field, type in the shift (1-9) or skip to Step 27.

- Step 26. In the third hours field, type in the hours.
- Step 27. In the third exception code field, type in the exception code.
- If more than three Exception Codes for 1 day appear, press **F6** for the next screen. If not, use the arrow keys to move to any field on the screen.
 - ONLY five Exception Codes for 1 day are allowed.
- Step 28. Repeat Steps 17 through 25 for each day column.
Use the arrow keys to access any field on the screen.
- Step 29. Review the schedule information to be sure that it is correct.
If an error is found, use the <**Enter**>, <**Tab**> or arrow keys to move the cursor to the field to be changed. Retype the field.
- Step 30. When the entries in all fields are correct, press **F8**. Press **F8** to log the schedule record into the system or press **F1** to make more changes to the schedule. The system will process the data entered and display a blank **Personnel Scheduling** screen with the same week and APC remaining.

7.4 DELETING A SCHEDULE

- Step 1. Select Personnel Scheduling, option **4**, from the UCAPERS **System Menu**.
- Step 2. In the day field, type in the day of the month (01-31) that represents a day in the week to be scheduled. This field is mandatory.
- Step 3. In the month field, type in the first three letters of the month (for example, AUG). This field is mandatory.
- Step 4. In the year field, type the last two digits of the year (for example, 01). This field is mandatory

- Step 5. In the APC field, type in the APC of the work center or a ? to get a scrolling screen with all of the valid APCs and their descriptions. This field is mandatory.

```

Date: YYYY/MM/DD      Personal Data - Privacy Act Of 1974      SNAC101
Time: HH:MM           UCA - Personnel Utilization System
                        Personnel Scheduling (PA)

Week: 20 JUN 98      APC> ?      ID Code:
APC  Account Processing Code Description
-> FCXG  OUTPATIENT MED RCDS-PAY - 723
      FCYG  PATIENT REP-PAY - 776A
      FCZG  PROGRAM & BUDGET-PAY - 755
      FD1G  TUMOR REGISTRY-PAY - 316
      FD2G  C,SURG NURSING SEC-PAY - 471A
      FD5G  C,MATL & CHILD HLTH-PAY - 465A
      FD6G  COMBINED ICU-PAY - 463H
      FD7G  NEO-NATAL ICU - PAY - 465E
      FDAG  C,DEPT OF NURSING-PAY - 451
      FDBG  QA-DEPT OF NURSING-PAY - 451
      FDCG  MIXED SURG WARD 3S-PAY - 472
      FDDG  GEN PEDS WARD 4E-PAY - 465B
      FDEG  MIXED MED WARD 4W-PAY - 468A
      FDGG  CORONARY CARE UNIT-PAY - 463I
      FDHG  OB WARD 2 EAST-PAY - 465J
      FDNG  LABOR & DELIVERY WARD-PAY-465H

[F1] Exit      [F5] Help      [F8] Accept

```

When using the scrolling screen to list all of the APCs, use the arrow keys or <Page Up> and <Page Down> keys to position the cursor at the desired APC entry and press **F8** to select or **F1** to return to the APC field without making a selection.

- Step 6. In the ID code field, type in the ID code for the individual.
- The system will fill in the remainder of the screen and the cursor will move to the SEQ field.
- Step 7. If this is the correct schedule to be deleted, press **F4**.
- The system will display the message, "PRESS <F8> TO CONFIRM DELETION -- PRESS <F1> OTHERWISE > "
- Step 8. Press **F8** or **F1**.
- If **F8** is pressed, the system will delete the record and display a blank **Personnel Scheduling** screen with the week and APC from the previous schedule remaining.
 - If **F1** is pressed, the system will maintain the record on file and the cursor will move to the hours field under Sunday.

7.5 LISTING SCHEDULES FOR THE ENTIRE APC

- Step 1. Select Personnel Scheduling, option **4**, from the UCAPERS **System Menu**.
- Step 2. In the day field, type in the day of the month (01-31) that represents a day in the week to be scheduled. This field is mandatory.

- Step 3. In the month field, type in the first three letters of the month (for example, AUG). This field is mandatory.
- Step 4. In the year field, type in the last two digits of the year (for example, 01). This field is mandatory
- Step 5. In the APC field, type in the APC of the work center or a ? to get a scrolling screen, similar to the one shown below, with all of the valid APCs and their descriptions. This field is mandatory.

Date: YYYY/MM/DD	Personal Data - Privacy Act Of 1974	SNAC101
Time: HH:MM	UCA - Personnel Utilization System	
	Personnel Scheduling (PA)	
Week: 20 JUN 98 APC> ? ID Code:		
APC Account Processing Code Description		
-> FCXG OUTPATIENT MED RCDS-PAY - 723		
FCYG PATIENT REP-PAY - 776A		
FCZG PROGRAM & BUDGET-PAY - 755		
FD1G TUMOR REGISTRY-PAY - 316		
FD2G C,SURG NURSING SEC-PAY - 471A		
FD5G C,MATL & CHILD HLTH-PAY - 465A		
FD6G COMBINED ICU-PAY - 463H		
FD7G NEO-NATAL ICU - PAY - 465E		
FDAG C,DEPT OF NURSING-PAY - 451		
FDBG QA-DEPT OF NURSING-PAY - 451		
FDCG MIXED SURG WARD 3S-PAY - 472		
FDDG GEN PEDS WARD 4E-PAY - 465B		
FDEG MIXED MED WARD 4W-PAY - 468A		
FDGG CORONARY CARE UNIT-PAY - 463I		
FDHG OB WARD 2 EAST-PAY - 465J		
FDNG LABOR & DELIVERY WARD-PAY-465H		
[F1] Exit	[F5] Help	[F8] Accept

When using the scrolling screen to list all of the APCs, use the arrow keys or **<Page Up>** and **<Page Down>** keys to position the cursor at the desired APC entry and press **F8** to select or **F1** to return to the APC field without making a selection.

- Step 6. In the ID code field, press **F8** to get a listing of all schedules in this APC. Use the arrow keys or **<Page Up>** and **<Page Down>** keys while scrolling the listing of all schedules in this APC to highlight the schedule to be viewed/changed and then press **F8** to retrieve the individual schedule. (Press **F1** to return to the first scheduling screen).

NOTE: The hours displayed on this screen are available hours for the APC. Non-available hours will be displayed when an individual schedule is selected.

SECTION 8

SYSTEM FAILURE CONSIDERATIONS

Equipment, system, or power failures can occur, causing periods when UCAPERS cannot be used. In most instances, the system will be unavailable for only a short period of time. This section describes system failure procedures to be followed in the hospital.

8.1 SYSTEM AVAILABILITY

UCAPERS is generally available 24 hours a day, 7 days each week, except during batch processing.

Usually once each day, the System Administrator will produce reports, rosters, and table listings that have been requested and approved. UCAPERS cannot be accessed during batch processing.

Contact the MEPRS Technical Support Center for any difficulty in using UCAPERS.

8.2 FALLBACK

In the event that an extended system failure occurs, work center data entry personnel should revert to manual personnel scheduling and data collection procedures. When the system is again operable, enter the personnel schedules manually produced and any exception data into UCAPERS through the **Personnel Scheduling** screen.

8.3 SYSTEM RECOVERY

In the event that the system fails, the procedures to reactivate the system are performed by the System Administrator, CRMO, or MEPRS Office personnel.

If the system fails while entering data, the user will automatically be logged off. When the system becomes operable again, the user will have to sign on before re-accessing the screen that was being displayed.

During a system failure, some data entered just before the system failed may not have been completely processed. This list provides information on what data might have to be re-entered when the system becomes operational.

- If the system goes down before any data has been entered on the screen, start over again on the screen when the system comes back up.
- If the system goes down while data is being entered on a screen, but before **F8** was pressed, make a note of the title of the screen. No data on that screen was accepted into the system. Re-key the entire screen when the system comes back up.

- If the system goes down after pressing **F8**, but before the next screen appears:
 - Make a note of the screen that had just completed.
 - Display the screen again to verify that all entries show on the screen.
 - Re-key any data not shown.

APPENDIX A
SCHEDULE EXCEPTION CODE DEFINITIONS

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SCHEDULE EXCEPTION CODE DEFINITIONS

AOD	<u>Administrative Officer of the Day.</u> Time spent away from the work center performing Administrative Officer of the Day (represents the MEDDAC/MEDCEN Commander in all administrative matters). (Extra Duty/Non-Available Time) (Military Only)
AWOL	<u>Absent Without Leave.</u> Absence from appointed place of duty without proper authorization. (Non-Available Time) (Military Only)
AWOP	<u>Absence Without Pay.</u> Absence from place of duty for which no pay is received and absence is not charged to member's leave account. (Non-Available Time) (Civilian Only)
BTE	<u>Borrowed Time External.</u> Used to record hours worked by an individual borrowed from outside the medical treatment facility (that is, from TOE and other TDA units). (Available Time) (Both Mil/Civ)
C	<u>On Call.</u> Time that a person is not actually working, but is required to be accessible to the hospital in case of an emergency. (Non-Available Time) (Both Mil/Civ)
CBC	<u>Courts/Boards/Committees.</u> Time spent away from the work center to serve as a designated member of promotion boards, soldier of the quarter boards, courts-martial, and other non-mission related activities. Does <i>not</i> include committees for which the individual is required to attend by regulatory requirement. (For example, DCA is a required member of PBAC, so time spent is duty time, not CBC). (Extra Duty/Non-Available Time) (Both Mil/Civ)
CE	<u>Compensatory Time Earned.</u> Used to record time over 8 hours a day or 40 hours a week for which equal time off will be earned. CE will be used to record all time over 8 hours a day or 40 hours a week for military regardless of whether or not equal time off is projected. (Available Time) (Both Mil/Civ)
CQ-D	<u>Charge of Quarters - Dental.</u> Time spent away from the work center performing duties within a Dental unit which pertain to the maintenance of good order and discipline in a billets area. (Extra Duty/Non-Available Time) (Military Only)
CQ-M	<u>Charge of Quarters - Medical.</u> Time spent away from the work center performing duties within a Medical unit which pertain to the maintenance of good order and discipline in a billets area. (Extra Duty/Non-Available Time) (Military Only)
CT	<u>Compensatory Time Taken.</u> Time given off to make up for time worked over and above normal duty time. (Non-Available Time) (Both Mil/Civ)

CURE	<u>Cure Leave</u> . Paid off-duty-time used by local national employee for preventive medicine reasons. Not charged to annual or sick leave. (Non-Available Time) (Civilian Only)
DIS	<u>Destruction/Inventory/Survey</u> . Time spent away from the work center performing duties as they pertain to conduct of line of duty investigations, reports of survey, linen inventories, cash count, controlled substances inventory or destruction and others as required. (Extra Duty/Non-Available Time) (Both Mil/Civ)
DO	<u>Day Off</u> . Regularly scheduled non-duty day. (Non-Available Time) (Both Mil/Civ)
ED	<u>Extra Duty</u> . Time spent away from work center performing hospital related additional duties. Includes head count, duty driver, guard duties, and so forth (Non-Available Time) (Military Only)
FOD	<u>Field Officer of the Day</u> . Time spent away from the work center performing Field Officer of the Day. (Extra Duty/Non-Available Time) (Military only)
FTX	<u>Field Training Exercise</u> . Used to record time spent participating as a <u>trainee</u> in a field exercise outside the Medical Treatment Facility (MTF). (Readiness/Non-Available Time) (Military only)
HT	<u>Holiday Time</u> . Used to record time off in observance of a national holiday. HT will also be used to code the day off given in lieu of the actual holiday for those individuals who are required to work on the holiday. (Non-Available Time) (Both Mil/Civ)
LTE	<u>Loaned Time External</u> . Used to record the absence of individuals from their assigned work center when they are working outside the hospital temporarily. (Non-Available Time) (Both Mil/Civ)
LTI	<u>Loaned time Internal</u> . Used to record the absence of individuals from their assigned work center when they are temporarily working somewhere else within the facility. The "borrowing" activity must add the person borrowed to their time schedule as applicable (that is, for each period of loaned labor, there must be a corresponding period of borrowed labor reflected on the time schedule). (Non-Available Time) (Both MIL/CIV <u>assigned</u> only)
LV	<u>Annual Leave</u> . Authorized absence from place of duty for military and civilian personnel chargeable against the member's leave account. (Non-Available Time) (Both Mil/Civ)
MASS	<u>Mass Casualties</u> . Used to record readiness activity that is related to Mass Casualty Exercises. (Readiness/Non-Available Time) (Both Mil/Civ)
ML	<u>Maternity Leave</u> . The time a military person is given off due to pregnancy. It includes time before and after having a baby. (Non-Available Time) (Military Only)

MOBX	<u>Mobilization Exercise</u> . Used to record time spent while participating in <u>readiness</u> exercises in the MTF that prepare individuals for their wartime role. Includes recall and alert exercises, mobilization exercises, and contingency operation plan exercises. (Readiness/Non-Available Time)(Both MIL/CIV)
MORA	<u>Military Organizational Related Activities</u> . Time spent away from normal duty activities performing non-hospital related responsibilities. Includes promotion boards, disciplinary actions, parades, inspections, and so forth (Non-Available Time) (Both Mil/Civ)
MTNG	<u>Military Training</u> . Time spent in military or hospital contingency training usually provided by Training NCO or Plans, Operations, and Training Section. Examples include NBC training, weapons familiarization, security briefings, SQT, Expert Field Medical Badge, Readiness Briefings and Classes, and Leadership Courses (PLC, BNCOC, ANCOC). (Readiness/Non-Available Time) (Both MIL/CIV)
NCOD	<u>Non-Commissioned Officer of the Day</u> . Time spent away from the work center performing Non-commissioned Officer of the Day. (Extra Duty/Non-Available Time) (Military Time)
OCON	<u>OCONUS Sponsorship/Admin</u> . Time spent away from the work center performing sponsorship or other administrative duties outside the continental United States. (Non-Available Time) (Both MIL/CIV)
OT	<u>Overtime</u> . Used to record approved overtime for civilians. This is time over 8 hours a day or 40 hours a week for which civilians will be paid rather than be given compensatory time off. For military, record all time over 8 hours a day for 40 hours a week as Compensatory Time Earned (CE). (Available Time) (Civilian Only)
OTH	<u>Other</u> . Used to record situations that are not otherwise defined. Example: jury duty, reserve duty (for civilians employed by the facility), excused absences, and so forth (Non-Available Time) (Both Mil/Civ)
PASS	<u>Pass</u> . An authorized absence by the Company Commander from place of duty not chargeable as leave, granted to military personnel for relatively short periods of time. (Non-Available Time) (Military Only)
PNS	<u>Planning National Support</u> . Time spent participating in the planning and administration requirements of implementing medical readiness activities other than those related to individual or unit deployment. Included in this account are the planning and administrative activities associated with the National Disaster Medical System (NDMS), reserve forces integration and Host Nation Support Program Agreements. (Readiness/Non-Available Time) (Both MIL/CIV)
POR	<u>Planning For Overseas Redeployment</u> . Time spent participating in the planning and administration of individual or unit deployment requirements, such as: security clearance, immunizations, preparation of orders, transportation coordination, deployment briefing, ID tags, Geneva ID cards, clothing or equipment issue, port

	calls, planning, scheduling, preparing, coordinating and evaluation of medical readiness exercises and readiness and alert status reporting. (Readiness/Non-Available Time) (Both MIL/CIV)
PROC	<u>In/Out Processing</u> . The time used by incoming and departing military and civilian personnel to turn in or collect their records and clear post. (Non-Available Time) (Both MIL/CIV)
PT	<u>Physical Training</u> . Time spent in participating in physical fitness training that is organized, scheduled and carried out during normal <u>duty</u> hours when it takes personnel away from their normal work center duties. Includes PT tests and evaluation of PT tests, time spent organizing and supervising such tests. (Readiness/Non-Available Time) (Military only)
SK	<u>Sick</u> . An authorized absence due to illness. It includes doctor's appointments, quarters (QTRS), convalescent leave, and medical hold. It is used for both military and civilian personnel. (Non-Available Time) (Both MIL/CIV)
SP	<u>Sleep Day</u> . An excused absence for military personnel after performing night duty such as Charge of Quarters (CQ), Administrative Officer of the Day (AOD), and so forth (Non-Available Time) (Military Only)
TDY	<u>Temporary Duty</u> . A period of authorized absence from the duty station for either official or permissive temporary duty. (Non-Available Time) (Both MIL/CIV)
TH	<u>Training Holiday</u> . Absence from place of duty authorized by the local commander at his or her discretion. (Non-Available Time) (Military Only)
TNG	<u>Education and Training</u> . Time spent in day-to-day <u>JOB RELATED</u> proficiency training. Includes unit in-services, staff development programs, BCLS-ACLS and all programs taught by Nursing Education and Training for nursing personnel.(Available Time) (Both MIL/CIV)
TRNR	<u>Instructor/Teaching Time</u> . Used for time spent by staff personnel instructing students. (Available Time) (Both MIL/CIV)